



## The Blue Coat School

Proud to be part of the Cranmer Trust (07687709)

# Job Description & Person Specification

## Pastoral Officer Job Description

Grade 4, SCP 20 – 25 (£20,344 - £23,836)

Full time, 36.66 hours per week, term time + 1 week

### PURPOSE OF POST

1. Support efficient and effective communication between parents, staff and students.
2. To contribute to the work of the Student Support Team especially in relation to attendance, student welfare, first aid and the management of medical conditions.
3. Support the Directors of Learning and Senior Leadership Team in resolving pastoral concerns.
4. To support the organisation of key school events, including induction and progression events.

### Reporting To

Student Support and Attendance Manager.

### KEY TASKS

#### Support efficient and effective communication between parents, staff and students

1. To act as the first port of call for parental telephone calls, addressing and logging low level parental concerns and directing other issues to relevant members of staff.
2. To provide support to students with a range of personal and school related concerns, using school systems to record and update information.
3. Provide an initial response to child protection and safeguarding issues, referring issues to designate teacher/s for child protection and the Safeguarding and Family Liaison Officer.
4. To investigate allegations of bullying and other poor behaviour, take statements and work with senior members of staff to provide effective resolutions including Restorative Practice.
5. To arrange parent meetings with the Directors of Learning and other staff members.
6. To contribute to the school response if a student is identified as missing.
7. To inform relevant staff of issues impacting students' welfare and progress.

#### To contribute to the work of the student support team

1. To administer effective records of student attendance and punctuality and support the school's punctuality system.
2. To follow up unexplained absences and attendance concerns when required.
3. To ensure pupil medical information and medication is maintained accurately and up-to-date at all times liaising with health professionals and parents as appropriate.
4. To maintain first aid records and equipment and ensure compliance with first aid/health and safety processes.
5. To provide supervision of students in student social areas, the social exclusion room, Green Room and homework club as required.
6. To maintain effective records of key pupil information.
7. To assist with after-school detentions, collecting, supervising and supporting students as agreed with pastoral leaders and line manager.



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8. To coordinate the provision of education for students in fixed term exclusions, whether internal or external, through liaising with teachers and providing appropriate work.
9. To undertake home visits either alone or with other members of staff to follow up attendance and other concerns.
10. To assist with pupil and staff first aid and to support the supervision of any pupils taking medication.

#### Event organisation and administration

1. To support the planning and delivery of induction and progression events for students and parents including the coordination of primary visits.
2. To help organise key school events and parents evenings including administrative support.
3. To contribute to relevant meetings about student welfare taking minutes where necessary.
4. To support the strategic lead in coordinating and organising activities that relate to pupil health and wellbeing.

#### Standard Duties

1. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
2. Understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
3. To uphold and promote the values and ethos of the school.
4. Implement and uphold all policies, procedures and codes of practice of the school.
5. Support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazards and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
6. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
7. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
8. Undertake any other additional duties commensurate with the grade of the post.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.**

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**



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Pastoral Officer - Person Specification	Essential / Desirable	Application Interview Test
<b>Qualifications</b>		
High level of general education including GCSE Mathematics and English A*-C (or equivalent)	E	A
Willingness to obtain first aid certificate	E	A/I
Hold current valid Emergency First Aid at Work/First Aid at Work certificate Qualification	D	A
<b>Experience</b>		
Experience of working in an educational environment	E	A/I
Experience of working with young children	E	A/I
Administration in an office environment	E	A/I
Successfully working as part of a team which plans its workload and has to respond to situations which arise	E	A/I/T
Experience of liaising effectively with other organisations and agencies to deliver outcomes	E	A/I
Experience of Restorative Practices to improve relationships	D	A/I
Experience of legal responsibilities placed upon schools to manage attendance	D	A/I
<b>Skills and Abilities</b>		
Empathy with and respect for young people	E	I
Approachableness and ability to inspire respect and confidence	E	I
Ability to empathise and handle confidential issues and material sensitively and appropriately	E	A/I/T
Excellent communication skills, both written and face to face, telephone and email with both adults and children (e.g. pupils, parents, staff, external agencies etc)	E	A/I/T
Ability to work under pressure, self-motivate, plan, organise and prioritise effectively	E	A/I/T
Ability to use initiative and be proactive	E	A/I/T
Reliability, flexibility, professionalism, integrity and confidentiality	E	A/I/T
Ability to work as part of a team	E	A/I/T
Demonstrate a commitment to safeguarding and promoting the welfare of the students within school	E	A/I
Ability to work to deadlines with excellent attention to detail and accuracy levels	E	A/I/T
Ability to contribute to meetings	E	A/I



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Ability to analyse and interpret educational data	E	A/I
<b>Personal</b>		
Enhanced DBS Disclosure	E	A/I
Flexibility with working hours and ability to cope with a wide range of tasks in a busy and changing environment.	E	A/I
Excellent timekeeping and attendance record with an enthusiastic and positive attitude	E	A/I
<b>Special Working Conditions</b>		
Full driving licence, daily access to a car and business use insurance	E	A

Any candidate with a disability who meets the essential criteria will be guaranteed an interview